

NAME

OFFICE

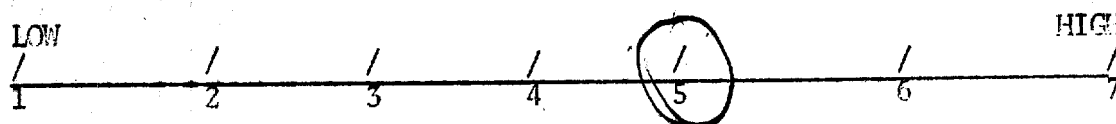
ADMINISTRATION DIRECTORATE REVIEW: TRENDS AND HIGHLIGHTS

Evaluation

Course Objective:

The objective of this course is to update DDA Careerists' awareness and understanding of current activities, problems and trends in the Administration Directorate and its components.

1. Please indicate on the scale below the degree to which the course met its objective:



2. What part of the course did you find the most useful?

Informal gathering of some of the speakers after the formal presentation. Having lunch and Happy hour permitted individual questions to be answered.

3. What part of the course did you find the least useful?

Trying to sit in a chair, Sweating, have died from the night before, cannot hear some of the speakers discussing in house problems with another speaker.

4. Please describe how the course benefited you.

I am new; but I was able to learn more about the agency than I did from my supervisor in 8 months. I got to meet people from different areas in the agency.

5. What suggestions do you have for improving this course?

Teach the speakers how to give a briefing. The subject matter is interesting but the presentation needs a lot of work. When visual aids were used, they were incorrect. PPD briefing was well done, 16mm was well done. [redacted] was good because of his presentation technique. I believe more moving around to different locations

STATINTL

I believe QTR should teach "How to give a Briefing" after QTR learns the basics.

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Could break up the speaker presentations to different locations on the same campus. A possibility would be a guest speaker at lunch or dinner. Rap session outside when the weather permits. There are different conference rooms campus in more than one building.

A possibility could be to have more than one lecture at one time. Reasons: A) speaker has better presentation to smaller group of people. B) people can move from building to building within 15 mins. Group is divided into two sections, then rotate from speaker to speaker.

Organize after hour activities for non-drinkers. There must be other things to do. movies, Sports, Visits, workshops, etc.

Maybe workshops are a good possibility for night activities.

Advise people of activities so they can bring appropriate clothing.